



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INTERNAL AFFAIRS INVESTIGATOR

Job Number: 20001860

Job Code: 96850V161016

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 12/01/1984

Job Revised: 10/16/2016

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

On behalf of an agency head, conducts in-depth internal investigations on cases of alleged or suspected misuse or misappropriation of equipment, personnel, funds or abuse of juveniles in correctional facilities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in law enforcement, criminal or civil investigation or in providing direct services to families and/or children.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Administrative, research, law enforcement, investigative or in providing direct services to families and/or children experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. (<http://transportation.ky.gov/driver-licensing/>)
Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Conducts in-depth investigations, as assigned by an agency head or a designee, through the use of standard investigative and interviewing techniques. Interviews employees, manager, executives, contractors, vendors, citizens and public officials to determine facts and to analyze facts to conclude whether or not departmental policies and procedures have been followed or if laws have been broken. Formulates and recommends operational policies and procedures with reference to security of equipment and funds. Investigates serious accidents involving agency equipment and/or personnel to determine if policy or procedural violations were involved and reports to agency head. Investigates allegations of abuse in juvenile or adult correctional facilities. Investigates break-ins, thefts and unexplained shortages of materials and equipment. Prepares, maintains and oversees the confidentiality of in-depth analytical investigative reports. Assures that evidence gathered in the course of an investigation is not "tainted" so that it is admissible for court or administrative proceedings. Testifies in court or nonjudicial hearings as needed. May act as agency liaison with police when investigations reveal criminal conduct.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting and/or in a juvenile or adult correctional facility. Frequent travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.